

Medicaid Administrative Claiming

Random Moment Time Study

RMTS Calendar Guide for School Districts in Washington

Updated August 31, 2015

RMTS Calendars: Overview and Purpose

Prior to the start of the time study, each school district must complete the set-up in the RMTS system that will identify when participants are available to be chosen for random moments. Information such as scheduled closures for holidays and vacations as well as the work days and hours for each work schedule group will be entered into the system. On the *WA School District Work Schedule Group Form* each school district will identify the customized work schedule group names of their choice. UMMS must input each district's customized choices for Work Schedule Group names before the calendar set up process can be completed.

Once work schedule group names are added to the system, each district will then enter all holidays, days off (including partial days) and start and end times for staff for each of the work schedule groups. This will provide the proper framework from which moments may be accurately selected.

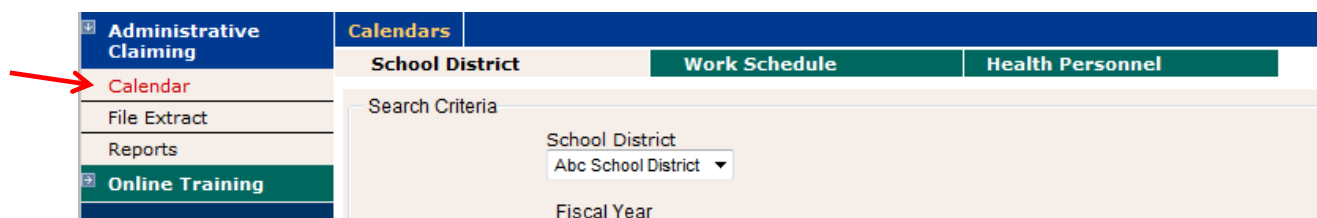
All calendar entry (or changes) must be completed in the RMTS system no later than the 10th of the month preceding the start of each quarter.

<u>Time Study Quarter:</u>	<u>Calendar Entry/Edit Deadline:</u>
October 1 – December 31	September 10
January 1 – March 31	December 10
April 1 – End of School Year	March 10

Steps to Enter RMTS Calendars

At the beginning of each school year, you will need to start by entering a 'School District' calendar. This calendar will contain your district-wide school vacation days and holidays. By entering these district-wide days off on the 'School District' calendar, the information will automatically be populated into each of the 'Work Schedule' calendars for you, saving you time, and ensuring consistency.

When you log into the system, from the left hand navigation bar select 'Administrative Claiming' and that menu section will expand. Then select 'Calendar.' Across the top of the screen will be three tabs: *School District*, *Work Schedule* and *Health Personnel*.



Administrative Claiming Calendar File Extract Reports Online Training	Calendars		
	School District Work Schedule Health Personnel		
	Search Criteria		
	School District Abc School District ▼ Fiscal Year		

SECTION ONE: Enter your School District (district-wide) calendar information:

1. Click on the 'School District' Tab from across the top of the screen
2. Select your School District in the Search Criteria drop down
3. Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/15-6/30/16 = FY 2016)
4. Click on the 'Show Calendar' button

5. In the Global Calendar Setup section of the top of the screen, choose Weekends as 'Non-Moment Days'
6. Enter a default start and end time. This should be the most common start and end times for your staff. (Don't worry, you will be able to change this as you set up each Work Schedule Group).
7. Click on the 'Generate Calendar' button


8. Enter all district-wide non-working days, such as federal holidays or school vacation time, by clicking on any days off so that the selected days turn blue

October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

9. Click on 'Mark as Non-Moment Days' button

10. All selected days turn pink to indicate that they are non-working or non-moment days

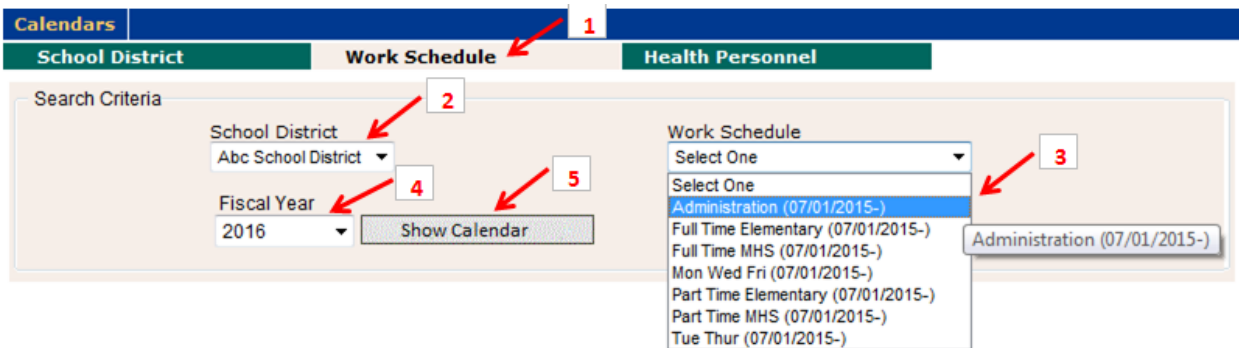
October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

 *Note: There is no 'Save' button or action. Work is saved automatically as you go.*

Once the District-wide calendar information has been completed, then proceed to enter the calendar data for each Work Schedule Group.

SECTION TWO: Enter your Work Schedule Group calendar information:

1. Click on the 'Work Schedule' Tab
2. Select your School District in the 'School District' drop down
3. Select a Work Schedule Group from the 'Work Schedule' drop down menu
4. Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/15-6/30/16 = FY 2016)
5. Click on the 'Show Calendar' button



The screenshot shows the 'Calendars' application with three tabs: 'Calendars', 'Work Schedule', and 'Health Personnel'. The 'Work Schedule' tab is selected. Below the tabs is a 'Search Criteria' section with three dropdown menus: 'School District' (showing 'Abc School District'), 'Fiscal Year' (showing '2016'), and 'Work Schedule' (showing a list of options including 'Administration (07/01/2015-)', 'Full Time Elementary (07/01/2015-)', 'Full Time MHS (07/01/2015-)', 'Mon Wed Fri (07/01/2015-)', 'Part Time Elementary (07/01/2015-)', 'Part Time MHS (07/01/2015-)', and 'Tue Thur (07/01/2015-)'). A 'Show Calendar' button is located to the right of the 'Fiscal Year' dropdown. Red arrows and numbers 1 through 5 indicate the steps for selecting a school district, work schedule, and fiscal year.

6. Click on the 'Generate Calendar' button

Calendars

School District **Work Schedule** **Health Personnel**

Search Criteria

School District: Work Schedule:

Fiscal Year:

Global Calendar Setup

The School District calendar will be used to create the calendar.

The Work Schedule calendar is automatically populated with the non-moment days that were set up on the School District calendar. Enter any additional days off, or change days off as needed.

- To change days that are marked as Non-Moment Days (pink) and make them working days, simply click on the selected days so that they turn blue, then click on the button 'Mark as Working Days'

October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

- Update the Start and End times for the selected Work Schedule Group by editing those times in the 'Shifts' section at the top of the screen

School District **Work Schedule** **Health Personnel**

Search Criteria

School District: Work Schedule:

Fiscal Year:

Global Calendar Setup

Start Date: End Date: Weekends:

Shifts

*Start Time: AM *End Time: PM

Start Time	End Time	Save	Delete
08:00 AM	05:00 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

To change the hours for a specific day, for example for a partial day, follow the steps below:

- Select the day, (if multiple days, simply click on the selected days to turn them blue) highlighting it blue means it's selected. In the example below, the day before Thanksgiving is selected.
- To modify the hours, click on 'Modify Shifts'

Calendars

School District | **School** | **Health Personnel**

Search Criteria

School District: Aaa School District
 School: Elementary (04/01/2015-)
 Fiscal Year: 2016
 Show Calendar

Global Calendar Setup

Start Date: 07/01/2015
 End Date: 06/30/2016
 Weekends: Non-Moment Days
 Update Calendar | Delete Calendar

Shifts

*Start Time: [] AM
 *End Time: [] PM
 Add

Start Time	End Time	Save	Delete
08:00 AM	03:00 PM		

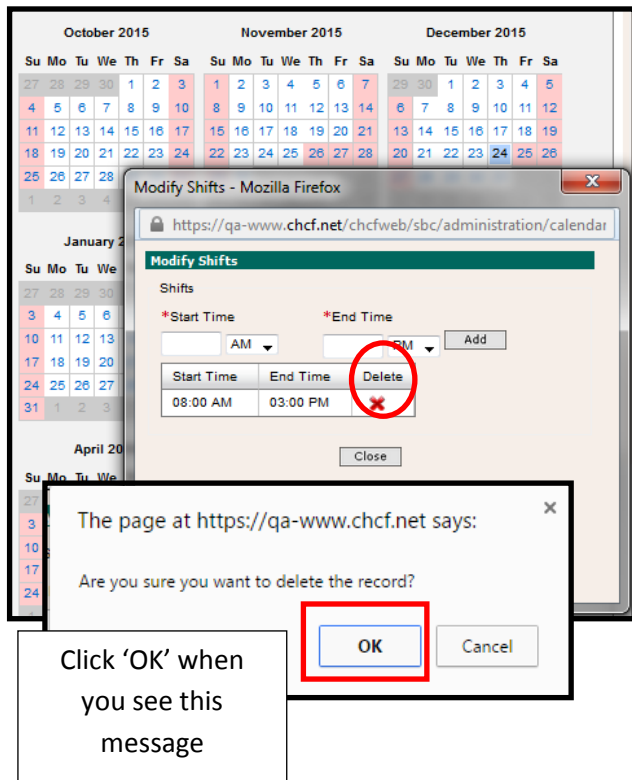
Calendar Grid (2015)

July 2015 | August 2015 | September 2015 | October 2015 | November 2015 | December 2015

Mark as Working Days
 Mark as Non-Moment Days
Modify Shifts

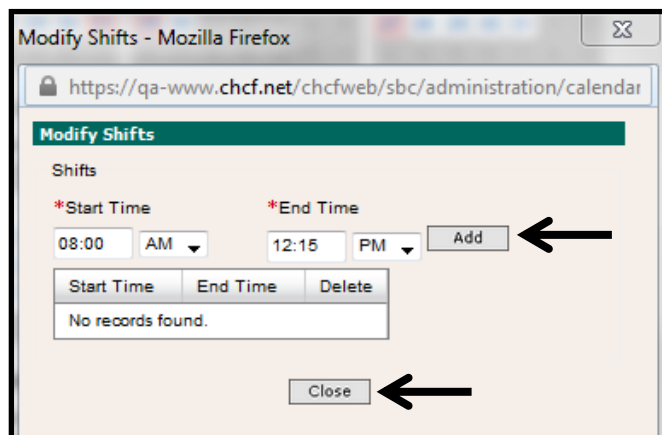
Arrow points to November 25, 2015.

The 'Modify Shifts' dialog box will appear
 Select the red X to delete the current shift times **X**



Then enter the new Start and End times – carefully review the data entry, you must specify AM/PM

- Select the 'Add' button
- Then select the 'Close' button



- The selected day will change from white to green



The system will save your data. Complete the entire school year (September through June). If you have any difficulty or would like to talk through the process, please call us or email us for further assistance MedicaidAdmMatch@umassmed.edu or 1-800-535-6741, press '0.'